



City of Las Vegas
Dept. of Finance & Business
Services
P.O. Box 748027
LOS ANGELES CA 90074-8027

PUBLIC, JOHN Q
1234 MAIN ST
LAS VEGAS, NV 89101

This account notice will be sent to remind customers of unpaid invoices. The invoice number and account name shown should be used on the credit card payment form:

Saturday 30 April 2011

Dear PUBLIC, JOHN Q

The following invoices are past due. Please remit full payment within 30 days to avoid transfer of these invoices to an outside collections agency.

Currency: USD

Interest Rate:

Debit

Invoice Number	PO Number	Invoice Date	Due Date	Days Late	Invoice Amount	Balance Due
12345HN-10427	12345	02-FEB-11	04-MAR-11	57	120.00	120.00
300125		16-FEB-11	18-MAR-11	43	375.91	375.91
9999HF-12345	9999	02-MAR-11	01-APR-11	29	480.00	480.00
402514		04-APR-11	04-MAY-11	-4	120.00	120.00
584692-4215		18-APR-11	18-MAY-11	-18	99.00	99.00

Subtotal: 1,194.91
Finance Charges: 30.00
Total: 1,224.91

Finance and Business Services
Accounts Receivable

PLEASE NOTICE OUR REMIT TO ADDRESS HAS CHANGED.



CITY OF LAS VEGAS
Department of Finance & Business Services
400 Stewart Ave.
Las Vegas, NV 89101
(702) 229-6321 (Voice)
(702) 386-9108 (TTY)

Date	Invoice No.
1-Jun-11	300813

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PUBLIC, JOHN Q
1234 MAIN ST
LAS VEGAS, NV 89101

Use the name shown on the invoice when making payments so we can find your account easier in our system.

Some other invoice numbers may look like this :
1234HF-12345
123456HN-12345
085423-5412

Comments:

TERMS: PLEASE PAY IMMEDIATELY

Description	Quantity	Quantity Total	Unit Price	Total
DESCRIPTION OF FEES	1	1	\$ 100.00	\$ 100.00

Amount Due: \$ 100.00

KEEP THIS PORTION FOR YOUR RECORDS

Return This Portion
With Payment

PAYMENT MAY BE MADE IN ENCLOSED ENVELOPE TO:
CITY OF LAS VEGAS
Department of Finance & Business Services
P.O. Box 748027
Los Angeles, CA 90074-8027

↑ DETACH ↑

PUBLIC, JOHN Q
1234 MAIN ST
LAS VEGAS, NV 89101

Date	Invoice No.
1-Jun-11	300813

Amount Due
\$ 100.00

Amount Paid: _____